## Iowa Department of Education

# Electronic Transcript & Student Record Project

#### ITC REGISTRATION FORM

By registering for this project, institutions can send electronic transcripts to the Iowa Community Colleges and Regent Universities and can exchange K-I2 student records with other Iowa public institutions and ITC member institutions at no charge. There will be a \$5.00 charge to send transcripts electronically to any other institution unless the institution becomes a member of the Iowa Transcript Center (ITC).



Authorized by	
Title	Date
District (or institution) name	
Address	
City	
Student Information System	

### ITC Account Manager

The ITC account manager can perform the same functions as any other ITC user but with the following added responsibilities:

- Direct new ITC users to available training materials on the National Transcript Center Web site (www.pearsondatasolutions.com/iowa).
- Uploading student information system extract files to ITC (not applicable for SIF users).
- ◆ Create accounts in ITC for new users.
- Manage accounts for current users (change login IDs, remove privileges).
- Serve as the contact person for receiving communication from the Department of Education regarding the Electronic Transcript and Student Record project.

First name	Last name
Building / Position	
Email address	
Phone number	
A&A account ID	(e.g. username@iowaid)

#### **A&A Account ID**

Enterprise A&A is a state-hosted service managed by the Iowa Department of Administrative Services. This service maintains passwords, security protocols, and defines access to various state electronic systems. One account provides access to multiple applications within and across state agencies. You may already have an A&A account if you log into Iowa School Alerts or I Have a Plan Iowa. Accounts are created by a simple registration process available at the link provided here. Once the account has been created, this will be your user name and password to access the Iowa Transcript Center through the Iowa Education Portal. An A&A account ID is required before access can be granted to ITC.

Submit completed form to iowa@transcriptcenter.com